

**To:** FOIA Process Improvement[FOIA\_Process\_Improvement@epa.gov]  
**From:** Fine, Steven  
**Sent:** Sun 1/28/2018 10:56:27 PM  
**Subject:** Kaizen planning

FOIA Process Improvement Team,

As some of you are aware, planning has started for the Kaizen event we've been planning to be held the week of 2/20. Those who were identified as participants should have received email from Larry.

In anticipation of OGC becoming the new home of the National FOIA Office and being responsible for overseeing agency-wide FOIA issues, OGC will be leading the planning of the event. I also expect that OGC will organize future meetings of the Process Improvement Team to follow-up on the Kaizen event.

I appreciate everyone's contributions in identifying FOIA processing issues, developing performance measures, and drafting concepts and materials to prepare for the event. I expect the team's efforts will have a significant impact on how the agency manages FOIA requests, improving quality, consistency, and timeliness while also reducing the effort required to complete work and the number of litigations.

I look forward to seeing the results of the team's efforts.

Steve

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